The City of Torrance invites applications for

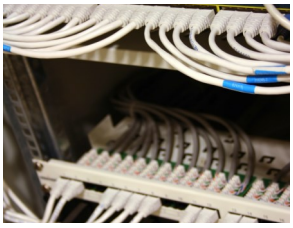
COMMUNICATIONS SUPERVISOR TELECOMMUNICATIONS - REISSUE

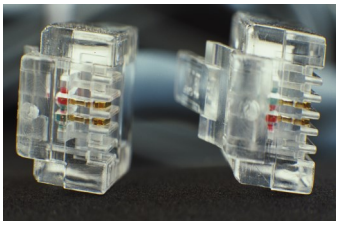
$37.17—$45.17 per hour

Our Communications and Information Technology (CIT) Department is recruiting for a key team member to supervise the day to day operations of the City's telecommunications system. Under the direction of the Communications Manager, the Communications Supervisor-Telecommunications' primary function is to supervise personnel involved in the operation, installation, & maintenance activities of the telecommunications system and develop short and long-range plans for the City's telecommunications system.

The CIT Department is seeking a seasoned professional with a background in conducting hands-on and theory training for technicians to ensure all Telecommunications staff have the most up-to-date information in the field. In addition, the most successful incumbent will have previous supervisory and/or lead experience, preferably at a government agency, supplemented by direct supporting public safety telephone systems.

If this opportunity sounds like it matches your experience and interests, apply with the City of Torrance today!





QUALIFICATIONS

Minimum Requirements:

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:

- Graduation from college or university with a Bachelor's degree in computer science or a related field;
- Two (2) years of recent telecommunications experience in one or more of the following: administration of telecommunications maintenance and repair services; planning, installation, improvement, and expansion of telecommunications service; ordering analog and digital telecommunications services and basic contract administration; or an equivalent combination of education, training, and experience such as six years of recent experience in the areas listed; and
- Must possess and maintain a valid California class C driver license.

Ideal Candidate:

*In addition to the minimum requirements the **ideal** candidate will have:*

- Previous experience at the level of a supervisor or lead;
- Experience supporting PBX and voicemail systems comprised of 10 or more locations with 1000 or more users;
- Experience conducting hands-on and theory training for technicians;
- Experience supporting a recent NEC telephone and AVST voicemail system, such as the NEC SV8500 and NEC SV8300;
- Budget management experience;
- Experience supporting public safety telephone systems including 9-1-1, call taker positions, and ringdown lines;
- Experience with telecommunications systems for a government agency.

SPECIAL NOTES

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

BENEFITS

- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS) which is funded through contributions from both the employer and employee.
- Deferred Compensation Plan available.
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- Excellent Health, Dental, Vision plans, and Life Insurance.
- Flexible spending which provides tax free options for medical, dental and childcare expenses.
- 9/80 work schedule.
- Thirteen Paid Holidays.
- Tuition Reimbursement Program.

HOW TO APPLY

Interested candidates must submit an online application and supplemental questionnaire at www.TorranceCA.Gov/Jobs/. The application filing period opens **Tuesday, March 22, 2016** and closes **Tuesday, April 19, 2016 at 5:30 p.m.**

Only those candidates who best meet the City's needs will be invited to participate exam process which will consist of the following:

Written Exam: 40% **Oral Interview**: 60%

Applicants with disabilities who require special testing arrangements **must** contact Human Resources **prior** to the final filing date.

Test dates are to be determined. Please visit our webpage under Recruitment Status for updates and current information.

Human Resources · 3231 Torrance Blvd. · Torrance, CA 90503
Phone: 310.618.2915 · Fax: 310.618.2995 · E-mail: JobInfo@TorranceCA.Gov

CITY OF TORRANCE
Communications Supervisor-Telecommunications
SUPPLEMENTAL APPLICATION
(Job Code 16035536)

1. Have you graduated from a college or university with a Bachelor's degree in computer science or a related field?
   Yes ☐ No ☐

2. How many years of recent telecommunications experience do you have in the following areas: administration of telecommunications maintenance and repair services; planning, installation, improvement, and expansion of telecommunications service; ordering analog and digital telecommunications services and basic contract administration?
   ☐ Less than 2 years
   ☐ 2-4 years
   ☐ 4-6 years
   ☐ 6+ years

   a. Please list which areas you have experience in:

3. Do you have a valid California class C driver license?
   Yes ☐ No ☐

4. Have you directly supervised field service technicians?
   Yes ☐ No ☐
   a. If so, how many at a time?

5. Have you conducted hands-on and theory training for technicians?
   Yes ☐ No ☐

   a. If so, give an example:

6. Do you have experience with telecommunications systems for a government agency?
   Yes ☐ No ☐

7. Do you have experience supporting public safety telephone systems including 9-1-1, call taker positions, and ringdown lines?
   Yes ☐ No ☐

8. Have you prepared technical specifications to purchase telephone systems or professional services to maintain them?
   Yes ☐ No ☐

   a. If so, give an example.

9. Have you prepared reports regarding the operation, maintenance or useful life of a telephone system?
   Yes ☐ No ☐

   a. If yes, give an example.

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10. Have you purchased goods or services using the competitive bid model?
    Yes ☐ No ☐

11. Have you prepared and managed an annual operating budget for labor, materials, etc?
    Yes ☐ No ☐

12. Have you prepared and presented a capital project proposal?
    Yes ☐ No ☐

    a. If yes, give an example.

13. Please list all professional certifications you currently hold or have held in the past:

14. I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.
    Yes ☐ No ☐